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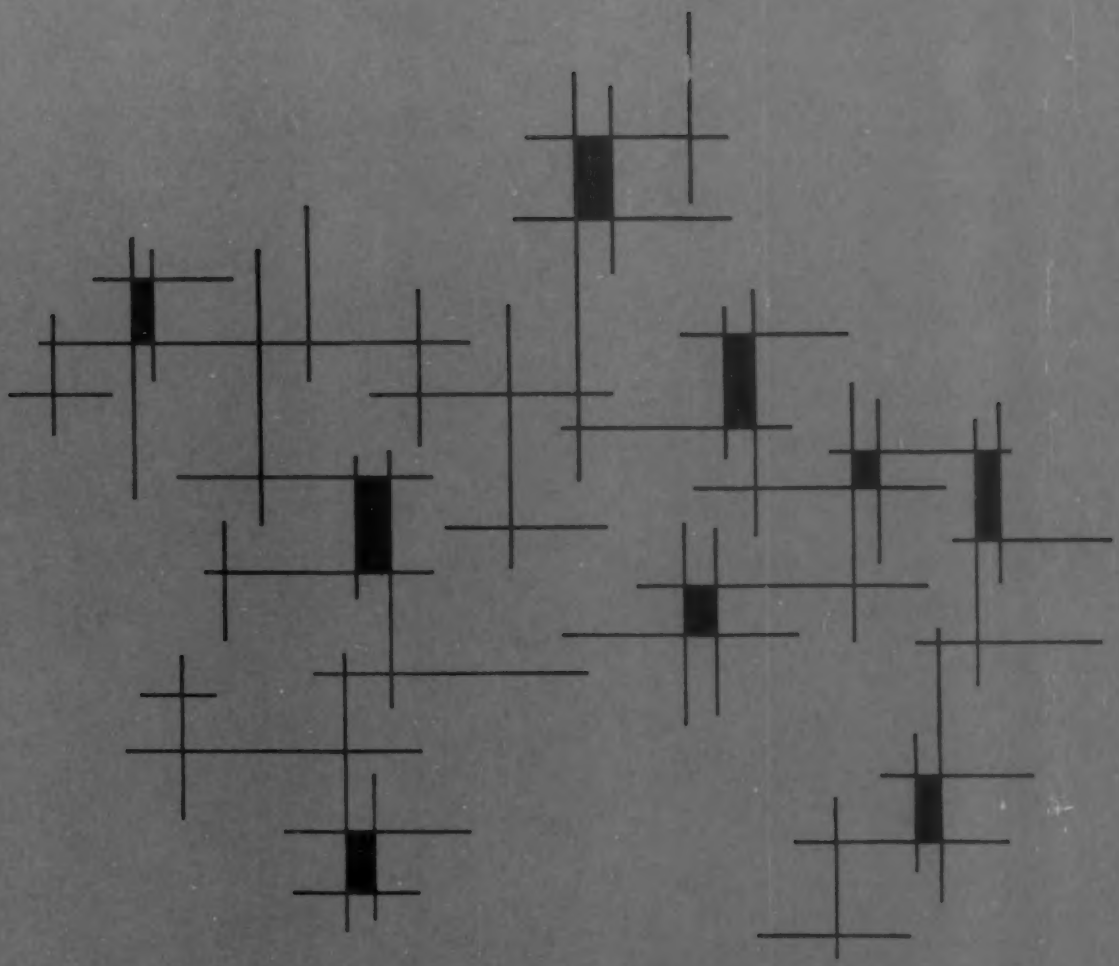
Personnel Literature



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ABSENTEEISM

6-1

Garrison, Kathleen R. and Paul M. Muchinsky.
Attitudinal and biographical predictors of incidental absenteeism. Journal of vocational behavior, 10:221-230, April 1977.
Descriptors: *Absenteeism causes--Research / Job satisfaction / Employee attitudes / Tenure.

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Absence from work and personal characteristics. Journal of applied psychology, 62:319-327, June 1977.
Descriptors: *Absenteeism--Research / *Tenure / Age / Sex / *Blue collar workers--Characteristics.

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Police employment opportunities. Prepared by Clifford S. Price. Washington, U.S. Govt. Print. Off., 1977. 15p.
Descriptors: *Police--Career opportunities / *Career opportunities--Directories / Residence requirements / Qualifications--Physical standards / Age.

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Keefer, Ronald D.
Caisson's disease: occupational hazard of the auditing profession? Government accountants journal, 26:68-70, Spring 1977.
Descriptors: *Auditors / Career planning / *Success in employment / Government service as a career / Management development / Federal employees.

CHANGE, ORGANIZATIONAL

6-5

Patten, Thomas H., Jr.
Time for organization development? Personnel, 54:26-33, March-April 1977.
Descriptors: *Organization development / *Change agents.

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6-6 S/I

Wurf, Jerry.
A worker's view of public service. Texas town & city, 63:25-27, August 1976.
Speech delivered at the 1975 Congress of Cities, Miami Beach, Fla.
Descriptors: *Civil service / Public administration / Productivity / State employees / Local officials and employees / *Employee attitudes.

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Bureaucrats: the real power? U.S. news & world report, 82:59-60, May 9, 1977.
Descriptors: *Federal employees / *Civil service--Statistics / *Government service as a career / U.S. Civil Service Commission.

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The Federal employment process; the schizophrenia syndrome. Reston, Va., 1977. 8p. (Special report #2)
Supplement to the Federal Job Letter.
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Havemann, Joel.
Can Carter chop through the civil service system? National journal reports, 9:616-624, April 23, 1977.
Descriptors: *Civil service / *U.S. Civil Service Commission / *Excepted positions / *Reorganization plans / Selection / Removal / Reduction in force / Federal employees.

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Federal employment of cooperative education students; a summarization of agency reports for fiscal year 1976. Prepared by Bureau of Recruiting and Examining. Washington, 1976. 12p. (BRE-63)
Descriptors: *Work-study programs / *College students--Employment--Statistics / Federal government / College graduates--Employment--Statistics.

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Study of retired uniformed services personnel in the Federal civilian service--December 1976. Prepared by the United States Civil Service Commission for the ... Washington, U.S. Govt. Print. Off., 1977. 457p. (H. com. print. 95th Cong.)
Descriptors: *Retirees, Military--Employment--Statistics / *Dual compensation / *Civil service--Statistics / Federal employees.

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Civil service preference retirement, and salary classification laws. Washington, U.S. Govt. Print. Off., 1976. 2v.
Descriptors: *Retirement--Law and legislation / *Position classification--Law and legislation / *Compensation--Law and legislation / Federal government.

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The Federal work force: its size, cost, and activities. Washington, U.S. Govt. Print. Off., 1977. 19p.
Descriptors: *Federal employees--Statistics / *Federal employees--Pay / *Pay--Statistics / *Labor costs / Civil service--History.

CIVIL SERVICE, FOREIGN

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Australia. Public Service Board.

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Companion volume to Public Service Board Annual Report.

Descriptors: *Australia--Civil service / *Government employees--Statistics / Part-time workers--Statistics / Recruitment--Statistics / Labor turnover rates / Tenure--Statistics / Women employees--Statistics / Appeals--Statistics / Pay rates.

COMPENSATION

6-15

Azevedo, Ross E.

Scientists, engineers, and the reservation wage. Quarterly review of economics & business, 17:41-51, Spring 1977.

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Study of employee savings and thrift plans. New York, 1977. 319p.

Descriptors: *Saving plans / Surveys.

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Descriptors: *Scientists--Pay--Statistics / *Engineers--Pay--Statistics / Bachelor of science degree / Master of science degree / Doctor of philosophy degree / Federal government / Business / Industry.

6-18

Cooper, William K.

Maternity disability benefits: why not compromise? Personnel, 54:34-40, March-April 1977.

Descriptors: *Women--Pay / *Disability benefits / *Maternity leave.

6-19

Ellig, Bruce R.

Administering salaries and short-term incentives. Compensation review, 9:15-30, Second quarter 1977.

Descriptors: *Compensation administration / *Performance evaluation / *Pay increases.

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Emerging problems in administering management compensation programs...a Compensation Review symposium. Compensation review, 9:45-59, Second quarter 1977.

Participants are: Thomas J. Castle, Bruce Ellig, Kenneth Foster, Ulrich E. Landauer, David McLaughlin, Jeremiah Reen and James G. Stevens.

Descriptors: *Compensation administration / *Pay increases / *Pay compression / Executives--Pay / Incentive pay / Motivation.

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Fottler, Myron D.
The union impact on hospital wages. Industrial and labor relations review, 30:342-355, April 1977.
Descriptors: *Hospital workers--Pay / *Pay research / *Unions / Nonprofessionals.

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Technical success, political failure: the incentive pay plan for California job agents. Policy analysis, 2:545-575, Fall 1976.
Descriptors: *California--Civil service / State employees / *Incentive pay--Methods / *Counselors--Pay / Standards of performance.

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Healy, Edward M.
Legislating salary survey procedures--a California experience. IPMA agency (International Personnel Management Association), p. 6-8, April 1977.
Descriptors: *Pay rates / *Pay survey methods--Law and legislation / *Law enforcement personnel / California / Prevailing rate / State employees.

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The CPS rating does pay! Secretary, 37:22+, May 1977.
A CPS is a Certified Professional Secretary.
Descriptors: *Secretaries--Pay / Pay surveys / *Secretaries--Certification.

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International Foundation of Employee Benefit Plans.
Public employees conference proceedings, December 3-6, 1975, Hollywood, Fla. Brookfield, Wis., 1976. 144p.
Descriptors: *Fringe benefits--Conferences / *Pension financing--Evaluation / Pensions--Law and legislation / *Insurance, Health--Law and legislation / Health maintenance organizations / *Dental care--Insurance / Communication in personnel management.

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International Foundation of Employee Benefit Plans.
Textbook for employee benefit plan trustees, administrators and advisors; proceedings of the 1975 annual educational conference, Honolulu, Hawaii. Brookfield, Wis., 1975. 446p.
Descriptors: *Fringe benefits--Conferences / *Fringe benefit administration / Retirement benefits--Administration / Medical care / Insurance, Health / Fringe benefits--Finance / Pensions--Law and legislation.

6-27
Lavely, Joseph A.
How long until employees average $100,000? Personnel, 54:57-61, March-April 1977.
Descriptors: *Pay increases / *Inflation (Finance) / Productivity.

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Lunch pails and safety shoes--newest badges of worker affluence. U.S. news & world report, 82:83-84, April 25, 1977.
Descriptors: *White collar workers--Pay / *Blue collar workers--Pay / *Pay rates / Blue collar workers--Job satisfaction.

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Luxenberg, Stan.
The doctors' dilemma--student or employee? Change, 9:16-20, May 1977.
Descriptors: *Physicians--Pay / Hours of work / *Unions / *Physicians--Education / Foreign students / Strikes.

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Mikalachki, A.
There is no merit in merit pay! Journal of the Professional Institute (Canada), 56:20-23, April-June 1977.
Article appeared originally in The Business Quarterly.
Descriptors: *Performance evaluation / *Meritorious increases / Employee attitudes / Employee competitive behavior / *Middle managers--Pay.

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Odiorne, George S.
Compensation; thirty-three keys to paying for performance. Westfield, Mass., MBO, 1976. 8p.
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Descriptors: *Compensation administration / *Management by objectives--Administration / Incentive pay.

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Snyder, E. C.
Equitable wage and salary structuring. Personnel journal, 56:240-244, May 1977.
Descriptors: *Pay administration / Job ranking / *Job evaluation--Methods.

6-33
Thornton, Robert J.
A problem with the "COLA craze." Compensation review, 9:42-44, Second quarter 1977.
Descriptors: *Cost of living increases / *Compensation administration.

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Tracy, Henry.
Scanlon plans: leading edge in labor-management cooperation. World of work report, 2:25+, March 1977.
Descriptors: *Scanlon plan / *Participative management / Labor turnover rates / Absenteeism rates / Employee attitudes.

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U.S. Bureau of Labor Statistics.
A directory of BLS studies in employee compensation, 1960-75. Washington, U.S. Govt. Print. Off., 1975. 16p.
Descriptors: *Compensation--Bibliography / Pay surveys--Bibliography / Fringe benefits--Surveys--Bibliography.

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Juris, Hervey and others.
Employee discipline no longer management prerogative only. Hospitals, 51:67-68+, May 1, 1977.
Descriptors: *Discipline / *Removal / *Collective bargaining / Scope of bargaining / Management rights / Executives--Responsibilities.

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6-37 Id201.2 .As7p 1976

Association for Computing Machinery. Special Interest Group on Computer Personnel Research.

Proceedings of the fourteenth annual computer personnel research conference, [Alexandria, Va.] July 29-30, 1976, ed. by Theodore C. Willoughby. New York, 1976. 205p.

Partial contents: Systems analyst training: filling the gap and what to do next, by Duane C. Abbey; Systems analyst activities and skill requirement, by J. Howard Bryant and Gene Ferguson; Psychological self-image of the systems analyst, by Lin Gingras; Use of personal history, activities, ability and attitude questionnaire to predict success as a system analyst, by J. Howard Bryant and David A. Ameen; Role of the business college in the education and training of computer systems analysts for public sector jobs, by Fred G. Harold.

Descriptors: *Systems analysts--Training / *Systems analysts--Characteristics / Success in employment.

6-38

Feist, Edward F.

Measuring productivity of data-entry operators. Office, 85:18-19+, April 1977.

Descriptors: *Standards of performance / *Electronic data processing personnel / *Performance evaluation.

6-39

Upton, Anthony.

Word processing: the problem is career ladders. Government executive, 9:56-57, April 1977.

Descriptors: *Word processing personnel--Career opportunities / *Career ladders / Federal government / Word processing personnel--Training.

EQUAL OPPORTUNITY IN EMPLOYMENT

6-40

Burroughs, John A., Jr. and Richard J. Niehaus.

EEO goals are possible. Adviser (Navy, Office of Civilian Manpower Management), 10:12-25, Winter 1976.

Descriptors: *Affirmative action / *U.S. Department of the Navy / Federal employees / *Affirmative action plans.

6-41

Cohen, David M.

An end to affirmative action? Labor law journal, 28:218-229, April 1977.

Descriptors: *Affirmative action--Cases / *Affirmative action plans--Cases.

6-42

Collins, C. J., Jr.

The Chandler decision--What is it? What does it mean? Advisor (Navy, Office of Civilian Manpower Management), 10:29-33, Winter 1976.

Descriptors: *Discrimination appeals / *U.S. Civil Service Commission / Federal employees / *Adverse actions--Appeals.

6-43 Ie152 .F87b

Freeman, Richard B.

Black elite; the new market for highly educated black Americans. New York, McGraw-Hill, 1976. 246p.

A report prepared for Carnegie Commission on Higher Education.

Partial contents: Chapter 6, Governmental employment in the new market.

Descriptors: *Afro-American college graduates--Employment / Federal government / *Labor supply / *Equal opportunity in employment / Afro-American college graduates--Pay / Afro-Americans--Education / Afro-Americans--Career opportunities / Occupational choice / *Social mobility / Afro-American professional employees / Afro-Americans--Mobility / Teachers--Employment / Affirmative action / Teachers--Pay.

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Job bias, ed. by Lester A. Sobel. New York, Facts on File, 1976. 190p.

Descriptors: *Minority groups--Discrimination--History / *Women--Discrimination--History / Age discrimination / Homosexuals / Business / Industry / Federal government / State government / Local government.

6-45

Novick, Melvin R. and Dorsey D. Ellis, Jr.

Equal opportunity in educational and employment selection. American psychologist, 32:306-320, May 1977.

Descriptors: *Affirmative action--Evaluation / Policy formulation / *Law--Interpretation and construction / *Selection--Methods / *Tests--Evaluation / Discrimination / Discrimination in education.

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Ralston, Charles S.

The Federal government as employer: problems and issues in enforcing the anti-discrimination laws. Georgia law review, 10:717-735, Spring 1976.

Descriptors: *Discrimination appeals / *Appeals--Procedures / *Discrimination--Decisions / *U.S. Civil Service Commission / Federal employees.

6-47 Law .Sch3e EEO

Schlei, Barbara L. and Paul Grossman.

Employment discrimination law. Washington, Bureau of National Affairs, 1976. 1472p.

Partial contents: Chap. 33, Federal employee litigation.

Descriptors: *Equal opportunity in employment--Cases / *Equal opportunity in employment--Law and legislation / Federal employees / Sex discrimination / Minority groups--Discrimination / National origin discrimination / Affirmative action.

6-48

Singer, James W.

A shake-up may be in store for job discrimination enforcement. National journal reports, 9:746-747, May 14, 1977.

Descriptors: *Equal opportunity in employment--Law and legislation / *U.S. Equal Employment Opportunity Commission / U.S. Civil Service Commision / Reorganization plans.

6-49 S/C

Siniscalco, Gary R.

Homosexual discrimination in employment. Santa Clara law review, 16:495-512, no. 3 1977.

Descriptors: *Homosexuals / *U.S. Civil Service Commission / *Sex discrimination--Cases / Federal employees.

6-50 S/I

Stacy, Donald R.

Subjective criteria in employment decisions under title VII. Georgia law review, 10:737-752, Spring 1976.

Descriptors: *Equal opportunity in employment--Administration / *Qualifications--Evaluation / Performance evaluation / Selection / Promotion.

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U.S. Civil Service Commission.

Goals and timetables for effective affirmative action; a guide for State and local government. Prepared by Bureau of Intergovernmental Personnel Programs. Washington, U.S. Govt. Print. Off., 1976. 12p. (BIPP 152-72)

Descriptors: *Affirmative action--Handbooks, manuals, etc. / Affirmative action--Planning / State government / Local government / Affirmative action--Evaluation / Goal setting.

6-52 Ie152 .Un58eq

U.S. General Accounting Office.

The Equal Employment Opportunity Commission has made limited progress in eliminating employment discrimination; report to the Congress by the Comptroller General of the United States. Washington, 1976. 92p. (B-167015)

Descriptors: *U.S. Equal Employment Opportunity Commision--Evaluation / Discrimination / *Equal opportunity in employment--Administration / *U.S. Equal Employment Opportunity Commission--Administration / State employees / Local officials and employees.

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U.S. General Accounting Office.

System for processing individual equal employment opportunity discrimination complaints: improvements needed; Civil Service Commission; report to the Congress by the Comptroller General of the United States. Washington, 1977. 91p. (B-178929)

Descriptors: *Grievances--Procedures--Evaluation / *Discrimination appeals / *U.S. Civil Service Commission / *Equal opportunity in employment--Administration / Federal employees.

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U.S. Women's Bureau.

Brief highlights of major Federal laws and order on sex discrimination in employment. Rev. ed. Washington, 1977. 6p.

Descriptors: *Women--Employment--Law and legislation / *Sex discrimination--Law and legislation.

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Allen, Fred T.

Corporate ethics: a view from the top. Industry week, 193:52-54, April 11, 1977. Author is chairman and president of Pitney-Bowes, Inc.

Descriptors: *Business ethics / *Executives--Ethics.

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6-56 S/C

Owen, H. Andrew, Jr.

Conflicts of interest of public officers and employees. Georgia State Bar journal, 13:64-68, October 1976.

Descriptors: *Conflict of interest / *Civil service ethics / *Georgia--Civil service / State employees.

6-57 Ie478 .Un58a

U.S. General Accounting Office.

Action needed to make the executive branch financial disclosure system effective; report to the Congress by the Comptroller General of the United States. Washington, 1977. 49p. (B-103987)

Descriptors: *Financial disclosure--Rules and practice / Conflict of interest / Ethics / Federal government / State government / Financial disclosure--Executive orders.

EXECUTIVES

6-58

Dickson, John W. and Rogene A. Buchholz.

Managerial beliefs about work in Scotland and the U.S.A. Journal of management studies (Gt. Brit.), 14:80-101, no. 1 1977.

Descriptors: *Executives--Attitudes--Research / *Work values--Research / Great Britain / United States / *Work values--Comparative studies.

6-59

Hartley, William D.

Mr. Hull's job search illustrates the anguish of the fired executive. Wall Street journal, 189:1+, May 6, 1977.

Descriptors: *Executives / *Removal / Job search / Reduction in force / *Middle managers.

6-60

Meyer, Herbert E.

The flourishing new business of recycling executives. Fortune, 95:328-330+, May 1977.

Descriptors: *Executives / *Removal / *Employee outplacement / Adjustment (Psychology) / Consultants--Responsibilities / Executive families / Executives--Placement.

6-61

Pheysey, Diana C.

Managers' occupational histories, organizational environments, and climates for managerial development. Journal of management studies (Gt. Prit.), 14:58-79, no. 1 1977.

Descriptors: *Organizations--Climate / *Executives--Attitudes--Research / *Career patterns / *Management development.

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Ricklefs, Roger.

The managers; more firms are hiring executives in their 40s for slots in the middle. Wall Street journal, 189:1+, May 3, 1977.

Descriptors: Job enrichment / *Middle managers / Morale / *Second careers / *Mobility, Occupational / *Middle age / Removal / Work experience / *Executives--Career opportunities.

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6-63

Robinette, Tasker K.

Effective middle management in an era of cost controls. Hospitals, 51:56-60, May 1, 1977.

Descriptors: *Hospital administrators / *Executives--Abilities / *Middle managers / Executive effectiveness.

6-64 Ie124.5 .Un35ef

U.S. Civil Service Commission.

Executive personnel in the Federal service, October 1976. Prepared by Bureau of Executive Manpower. Washington, U.S. Govt. Print. Off., 1977. 51p.

Continues Executive Manpower in the Federal Service.

Descriptors: *Executives--Placement / *Executives--Pay--Statistics / *Excepted positions / U.S. Veterans Administration / Pay systems / U.S. Department of State / Foreign service officers--Characteristics / *Executives--Characteristics--Statistics / *Executives--Statistics / Federal employees.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

6-65 Id24 .J62e 1976

Johnson, Rossall J.

Executive decisions; organization development, management control, executive responsibility. 3d ed. Cincinnati, Ohio, South-Western Pub. Co., 1976. 641p.

Previous edition entitled: Executive Decisions; Human Element Factors, Management Functions, Social Responsibility.

Descriptors: *Decision-making--Case studies / *Executives--Abilities.

6-66

Zaleznik, Abraham.

Managers and leaders: are they different? Harvard business review, 55:67-78, May-June 1977.

Descriptors: *Executives--Characteristics / *Leadership / Psychology / *Management development / *Personality / Executives--Attitudes / Goals / Work values / Human relations.

EXECUTIVES--COMPENSATION

6-67

Ricklefs, Roger.

Firms offer packages of long-term incentives as stock options go sour for some executives. Wall Street journal, 189:40, May 9, 1977.

Descriptors: *Executives--Fringe benefits / Risk / *Stock options.

6-68

White House "movers and shakers": what they do, how much they're paid. U.S. news & world report, 82:32-33, May 16, 1977.

Descriptors: Presidents--U.S.--Staff--Pay.

6-69

A year for stock options and big bonuses. Business week, p. 48-49+, May 23, 1977.

Business Week's annual survey of executive compensation.

Descriptors: *Executive compensation / Surveys / Executives--Directories / *Pay increases / Bonus system / Stock options.

EXECUTIVES--EVALUATION

6-70

Rating the administrator. Hospitals, 51:75-76+, April 16, 1977.

This report of a round table discussion at the American Hospital Association headquarters also appears in Trustee.

Descriptors: *Executives--Evaluation / *Hospital administrators.

EXECUTIVES--RECRUITMENT

6-71 Ref. Ie124 .D62d

Directory of executive recruiters. Fitzwilliam, N. H., Consultants News, 1977. 184p.

Indexed by geography and by specialty; includes list of women executive recruiters.

Descriptors: *Executive recruiters--Directories.

EXECUTIVES--RESPONSIBILITIES

6-72

Boynton, Robert P., William A. Medina and Leonard S. Covello.

How you always wanted to manage but were not allowed to try. Bureaucrat, 6:131-151, Spring 1977.

Descriptors: *Executives--Responsibilities--Comparative studies / Public administration / Business management / *Management--Evaluation / Budget / Position management / Personnel administration / U.S. Civil Service Commission / Management improvement / Federal government.

EXECUTIVES--SELECTION AND TESTS

6-73

Helmich, Donald.

Executive succession in the corporate organization: a current integration. Academy of Management review, 2:252-266, April 1977.

Descriptors: *Executive succession / Literature reviews.

6-74

Reid, Douglas M.

Human resource planning: a tool for people development. Personnel, 54:15-25, March-April 1977.

Descriptors: *Executives--Selection / *Executives--Promotion / *Executives--Career planning / Management development / Management potential / *Executives--Manpower planning / Promotion.

EXECUTIVES--TRAINING

6-75 Ie423 .B89m

Bureau of National Affairs, Inc.

Management training & development programs. Washington, 1977. 36p. (Personnel policies forum survey no. 116)

Descriptors: *Middle managers--Training--Statistics / *Supervisors--Training--Statistics / *Training cost / *Training evaluation / Management development.

6-76

Byham, William C.

Changing supervisory and managerial behavior: part I. Problems with conventional training. Training and development journal, 31:3-6, April 1977.

Part II of this article will appear in the May 1977 issue of Training and Development Journal.

Descriptors: *Executives--Training--Evaluation / *Supervisors--Training--Evaluation / *Behavior modification / Feedback (Psychology).

EXECUTIVES--TRAINING (Cont'd)

6-77

Nelson, John.

Regional management centres: an interim appraisal. Personnel review (Gt. Brit.), 6:18-27, Winter 1977.

Descriptors: *Executives--Training--Methods / *Universities and colleges / Great Britain.

6-78

Stuart, Roger and John Burgoyne.

The learning goals and outcomes of management development programmes. Personnel review (Gt. Brit.), 6:5-11+, Winter 1977.

Descriptors: *Executives--Training--Research / Executives--Abilities / *Training evaluation / Transfer of training / Executive effectiveness.

GRIEVANCES AND APPEALS

6-79 Ie529 .Un35ap

U.S. Civil Service Commission.

Federal Employee Appeals Authority; appeals procedures. Prepared by Federal Employee Appeals Authority. Washington, U.S. Govt. Print. Off., 1977. 28p. (Personnel methods series no. 16)

Descriptors: *Appeals--Procedures / *Appeals--Administration / Federal employees / U.S. Civil Service Commission.

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U.S. General Accounting Office.

[Statutory appeals procedures]--to the Chairman, U.S. Civil Service Commission. FPCD-77-21, February 8, 1977. Washington, 1977. 12p. (B-179810)

Descriptors: *Appeals--Procedures--Law and legislation / *Adverse actions--Appeals / Employee attitudes / Appeals--Procedures--Evaluation / Federal government / U.S. Civil Service Commission.

HANDICAPPED

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Descriptors: *Motivation theory / *Organizational behavior / Literature reviews.

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Bartley, Douglas L.

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Descriptors: *Older worker--Characteristics / *Older worker--Employment / *Retirement--Compulsory / Absenteeism--Statistics / Accidents--Statistics.

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Descriptors: *Organization development--Evaluation / Goal setting / *Organizational structure / Change, Organizational / Division of Labor / Chain of command / Span of control / Organization development / Employee attitudes.

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Descriptors: *Organizations / *Organizational behavior--Anecdotes, facetiae, satire, etc. / Organization development / Group dynamics.

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Eccles, A. J.

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Descriptors: *Participative management / Industrial democracy / *Change, Organizational / *Labor-management relations / Power (Social sciences) / Authority / Management rights / Unions / Policy formulation.

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Smith, Michael P.

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Descriptors: *Participative management / *Public administration / *Civil service / Organizations--Theory / Federal employees / Bureaucracy.

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Locher, Alan H. and Kenneth S. Teel

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Walker, James and others.

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Descriptors: *Performance evaluation--Methods / *Performance evaluation--Research / *Promotion / Pay / Meritorious increases.

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Descriptors: *Human resource accounting--Evaluation.

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Descriptors: *Personnel administration--Textbooks / *Personnel administration--Case studies.

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Personnel operations. Washington, 1975. 1v. (Personnel handbook, series P-11)

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Wolfe, Michael N.

An investigation into computerized personnel management information systems: a prescriptive model. Amherst, Mass., The Author, 1977. 235p.

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Descriptors: *Personnel information systems--Research / *Simulation methods / *Personnel information systems--Evaluation.

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Foulkes, Fred K. and Henry M. Morgan.

Organizing and staffing the personnel function. Harvard business review, 55:142-154, May-June 1977.

Descriptors: *Personnel departments--Administration / *Career staffing / *Organization / Personnel policy / Policy formulation / Personnel departments--Evaluation.

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Azevedo, Ross E.

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Descriptors: *Skills inventory--Evaluation / Selection / Personnel utilization / *Skills inventory--Methods / Job analysis.

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Peirce, Neal R. and Jerry Hagstrom.
Is it time to Hatch Federal workers from their nonpartisan shells? National journal reports, 9:585-587, April 16, 1977.
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Descriptors: *Productivity improvement--Research / State government.

6-166 Id214 .J25p

Janka, Katherine C., Robert A. Luke and Charles A. Morrison.
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Descriptors: *Productivity improvement--Handbooks, manuals, etc. / *Productivity improvement--Sources / *Productivity improvement--Case studies / Municipal government / Research reviews (Publications).

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Meglino, Bruce M.
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Descriptors: Federal government / *Productivity--Case studies / State government / Local government / *Productivity improvement / *Productivity measurement.

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Upton, Anthony.

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Bonafede, Dom.

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Descriptors: *Presidents--U.S.--Staff--Statistics / *Presidents--U.S.--Staff--Pay / Federal employees.

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Simmons, Robert H. and Eugene P. Dvorin.

Public administration; values, policy, and change. Port Washington, N.Y., Alfred Pub. Co., 1977. 687p.

Descriptors: *Public administration--Textbooks / Bureaucracy / Public administration--Theory / Intergovernmental relations / Policy formulation.

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6-176

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